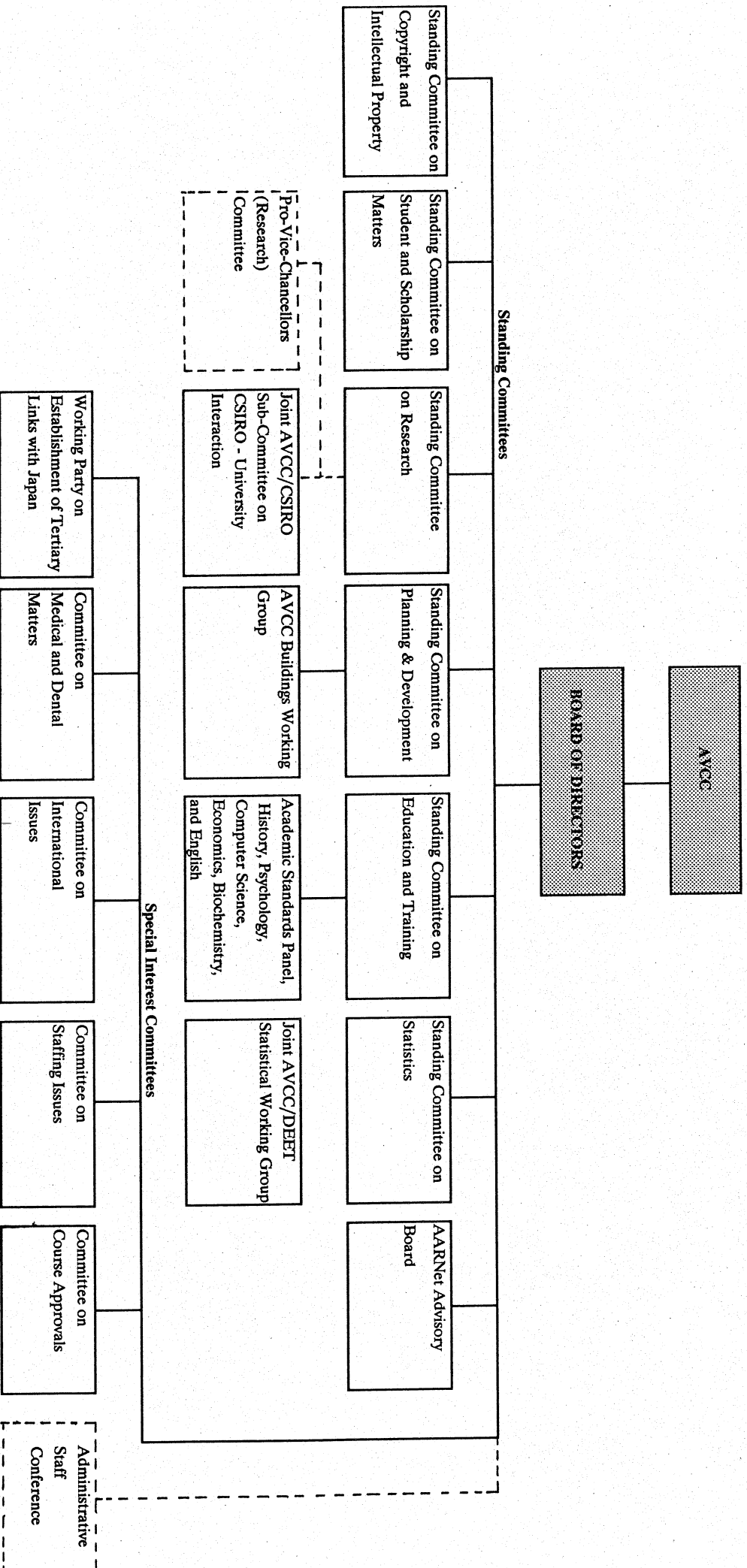


AUSTRALIAN VICE-CHANCELLORS' COMMITTEE COMMITTEE STRUCTURE - 1991



PROPOSED TERMS OF REFERENCE FOR COMMITTEES OF THE AUSTRALIAN VICE-CHANCELLORS' COMMITTEE - 1991

1. STANDING COMMITTEES

1.1 Standing Committee on Copyright and Intellectual Property

The Standing Committee on Copyright and Intellectual Property shall provide information and advice to the AVCC on all matters relating to Copyright and Intellectual Property, including:

- ownership of Intellectual Property in higher education institutions, including the monitoring of relevant legislation and, where applicable, consulting with the Standing Committee on Research to provide consolidated advice on the matter;

- copying of Copyright materials, including print, audiovisual and computer software in higher education institutions under the provisions of the Copyright Act, and in accordance with agreements reached with representatives of the owners of copyright; and

- negotiations with owners of copyright for the copying of copyright materials for use in pursuit of research, teaching and administration in higher education institutions.

The Standing Committee on Copyright and Intellectual Property shall also seek advice from all other AVCC Standing Committees on matters which have copyright implications.

1.2 Standing Committee on Student and Scholarship Matters

The Standing Committee on Student and Scholarship Matters shall provide information and advice to the AVCC on all matters relating to students and scholarships including:

- forms and levels of assistance provided by Governments to students;
- provision of support services/facilities for students;

- selection of scholars under scholarship schemes administered by the AVCC; and
- responsibility for overseeing the administration of other scholarship schemes for which the AVCC is engaged.

1.3 Standing Committee on Research

The Standing Committee on Research shall provide information and advice to the AVCC on all matters relating to research. This includes information and advice on:

- policies for research and research training in higher education including the development of appropriate codes of ethics;
- policies to assist relations between higher education and industry;
- Government research policies including the allocation of funds to support research and research training;
- the policies and practices of Government and non-Government research granting bodies and research organisations including:
 - the Australian Research Council (ARC);
 - the National Health and Medical Research Council (NHMRC);
 - the Research and Development Corporations in the Primary Industries and Energy Portfolio;
 - the Industrial Research and Development Board (IRDB); and
 - the Commonwealth Scientific and Industrial Organisation (CSIRO); and
 - animal experimentation issues.

It also involves:

- seeking advice from other AVCC Standing Committees on items handled by them which have implications for research; and
- seeking advice from the Pro-Vice-Chancellors Committee on issues arising through the implementation of policies relating to research.

1.4 Standing Committee on Planning and Development

Within the wider national political, social and economic contexts, the Standing Committee on Planning and Development shall take responsibility for providing advice to assist the AVCC in anticipating and evaluating the implications for higher education on all matters which have broad policy implications for higher education institutions, including the coordination and preparation of an annual AVCC policy statement. The Standing Committee shall also provide advice on a range of policy matters, including:

- Government reports, such as reports from the Higher Education Council;

Government legislation on any issues which will affect higher education institutions such as the Training Guarantee Scheme;

- relations between Commonwealth and State Governments, including funding issues and Government fiscal policies;
 - monitoring issues relating to capital funding, including responsibility for the operation of the Buildings Working Group in the development of performance indicators for space planning and management;
 - matters affecting higher education institutions such as profile identification and reporting, performance indicators, amalgamations;
 - policies affecting participation in higher education including policies on fees, and on equity; and
 - staffing recruitment policies, including immigration policies.
- The Standing Committee on Planning and Development shall also seek advice from all other AVCC Standing Committees on matters which have implications for policy formulation.

1.5

Standing Committee on Education and Training

- The Standing Committee on Education and Training shall also seek advice from all other AVCC Standing Committees on matters which have implications for policy formulation.
- academic standards and quality of education issues, including the responsibility for the Academic Standards Panels;
 - admission, progress and graduation issues, including access and equity provisions;
 - curriculum issues, including undergraduate and postgraduate curricula and, where applicable issues relating to articulation and credit transfer;
 - teaching quality issues, including identification and publication of best teaching practices;
 - relations with professional organisations, including the establishment of guidelines and procedures for interaction between higher education institutions and professional associations; and
 - delivery of higher education, including distance education.

Standing Committee on Statistics

1.6

The Standing Committee on Statistics shall take responsibility for providing advice to assist the AVCC in considering the implications for the collection of data including:

- providing statistical information and advice to the AVCC and its Committees;
- liaison with member institutions and outside bodies about the collection and dissemination of statistics.
- monitoring the range of and priorities for the collection of all statistical data on higher education institutions and as part of this process, continue the practice of establishing specialist groups to provide advice on statistical issues;

maintaining a formal arrangement with DEFT for the cooperation and future development of statistical collections. This would mean that the first point of contact for comments from universities on new or changes to existing collections would be the committee. Only after agreement had been reached with the committee would DEFT circulate documentation to universities;

arranging for the direct participation by members of the committee on DEFT statistical working parties;

obtaining from member institutions copies of selected statistical returns and reports to the Commonwealth directly for analysis and circulation to committee members for comment and subsequent publication;

examining those aspects of Government reports etc. which impact on the collection or interpretation of statistical data and provide advice to the AVCC or other committees as appropriate;

periodically publishing data on particular characteristics of higher education, e.g. completion rates, student load, student:staff ratios, \$/EFTSU etc; and

from time to time arranging for the collection of data on higher education not available from annual collections.

AARNet Advisory Board

1.7

The AARNet Advisory Board shall be responsible for the development and implementation of relevant AARNet policy, within the parameters set by the parent organisations (AVCC and CSIRO), including:

• recommending to the AVCC the budget and funding basis of AARNet on an annual basis;

• recommending to the AVCC the terms and conditions relating to membership of AARNet;

• developing forward planning and developmental activities, and recommending these actions to the AVCC where appropriate;

- obtaining advice as necessary on major issues affecting the network and its development. This includes the provision to seek advice from the Regional Advisory Committees where appropriate;
- evaluating, from time to time, the effectiveness of AARNet in meeting its service objectives to both the member institutions and the end users of these services;
- providing advice to the AVCC on any matter relating to national and international educational and research data communications;
- reviewing reports from the Regional Advisory Committees and considering regional development proposals;
- considering and approving (under delegation from the AVCC), the funding of AARNet related activities to be managed by a Regional Advisory Committee and/or institution; and
- other activities as referred to the Advisory Board by the AVCC.

2. OTHER COMMITTEES

2.1

Joint AVCC/CSIRO Committee on CSIRO - University Interaction

The AVCC and CSIRO have established a liaison committee as a useful forum to discuss issues of mutual interest to both organisations.

While no specific terms of reference exist, the Joint Committee shall address the following broad areas of interaction:

- collaboration in research - e.g. joint projects, centres of concentration, joint facilities, joint sponsorship of visitors, joint seminars, postdoctoral fellowships, supervision of PhD students;
- CSIRO staff involvement in teaching, staff interchange, study leave, staff mobility;
- enrolments in science;
- contracting from CSIRO to universities;
- ownership of intellectual property;
- research management; and
- research priorities.

2.2

AVCC Buildings Working Group

The terms of reference for the Working Group are to be reviewed by the Standing Committee on Planning and Development early in 1991.

2.3. Academic Standards Panels

The terms of reference for Academic Standards Panels were approved at AVCC meeting No 4/88. However given the change in the directions for the English and Biochemistry Panels, the Standing Committee on Education and Training will be asked to report on the need for any changes when it meets in early 1991.

2.4 Joint AVCC/DEFT Statistical Working Group

The Committee shall, on behalf of the respective organisations, consider and assist in developing policy on:

- modification to the collections of higher education students, staff and finance information undertaken by DEFT;
- processes for improving the comparability of statistics across institutions;
- feasibility of additional data collections being brought within the framework of the annual collections; and
- options for reducing time required for the collection, processing and accessing of data from the collections.

3. SPECIAL INTEREST COMMITTEES

3.1 Working Party on Establishment of Tertiary Links with Japan

The Working Party has been established to:

- consider the report and recommendations in the report on the Mission to Japan in June 1989 and advise on how they might be implemented;
- explore the possibility of expanding undergraduate and postgraduate student exchanges between Australia and Japan;
- develop a register of existing links and arrangements between Australian and Japanese higher education institutions;
- to facilitate the establishment of new links and arrangements between Australian and Japanese higher education institutions; and
- to provide advice to the AVCC on tertiary links and outline priorities for closer cooperation between the higher education systems of the two countries.

3.2 Committee on Medical and Dental Matters

The Committee on Medical and Dental Matters shall:

- maintain regular consultation with the committees of deans of medical and dental schools, and seek and receive reports from the committees on matters of relevance to the work of the Committee;
- advise the AVCC on all matters relating to medical and dental education, research and professional service, including advice:

- on the special needs of medical and dental education and medical and dental schools;
- on matters relating to teaching hospitals;
- on the activities of the NHMRC, ARC and other government bodies as they may impact on the activities of medical and dental schools;

- through the Standing Committee on Research, on matters relating to medical and dental research;

- on the activities of the Australian Medical Council, the General Medical Council, the General Dental Council, and on the establishment of an Australian Dental Council;

- on the activities of the Australian Health Ministers' Conference and the Australian Health Ministers' Advisory Council;

- on medical and dental workforce planning;

- on postgraduate medical and dental education including liaison with the Australian Medical and Dental Postgraduate Federations, the medical and dental colleges and the professional associations;

- on the interface between medicine, dentistry and the associated health professions;

- on matters relating to the Oxford Nuffield Medical Fellowship Appointments scheme (previously know as the Nuffield Domains Trust Scheme); and

- on matters of relevance to AHIA and individual Vice-Chancellors relating to salaries and loadings for medical and dental academic and clinical staff.

3.3 Committee on International Issues

The Committee on International Issues shall be responsible for advising the AVCC on policy matters impacting on the marketing and provision of education and research by institutions on shore and off shore and for providing input to the AVCC nominees on the IDP Board.

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3 January, 1991

3.5 Committee on Course Approvals
To be determined.

3.4 Committee on Staffing Issues
To be determined.